

## **ANIMAL WARDEN**

*FLSA Code: N*

*Job Code: 6005*

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult skilled service work in the operation of the animal control activities and the enforcement of animal-related laws; performs city sticker enforcement and emergency communication dispatcher duties; does related work as required. Work is performed under the regular supervision of the Deputy Police Chief.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, walking, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning and conducting animal control operations; implementing policies and procedures; preparing and maintaining records and files.**

Enforces laws dealing with domestic and wild animals;  
Impounds stray and abandoned animals;  
Conducts surveillance; issues tickets; makes court appearances on city sticker violations;  
Issues appropriate summons;  
Contacts owners of dogs having bitten someone, ordering quarantine of such animal;  
Assists in the care and treatment of all animals housed at the shelter;  
Investigates and evaluates cruelty cases;  
Receives and investigates citizens complaints relating to dogs;  
Disposes of unclaimed and rabid dogs;  
Keeps appropriate records; submits all reports;  
Assists in trapping activities;  
Provides budget data and input for equipment and expenses of unit;  
Oversees inventory control and care and maintenance of equipment;  
Performs related tasks as required.

### **REQUIREMENTS/EDUCATION/EXPERIENCE:**

Graduation from high school supplemented by specialized training in animal control laws, diseases and procedures and considerable experience in animal control work; thorough knowledge of the laws, ordinances and regulations governing the control of dogs and the protection of livestock and fowl; thorough knowledge of the geography of the city; demonstrated ability to recognize diseases of animals; thorough knowledge of methods and procedures to be followed; demonstrated ability to deal tactfully with the public; possession of an appropriate driver's license valid in the Commonwealth of Virginia.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.